

Four Steps to Successfully Submit Your Application for: Regional Technician – State of W. Virginia – for All U.S. Citizens

Step One: Read

Read the vacancy announcement thoroughly and completely. Read the below Recruiting Bulletin in its entirety. It contains all of the necessary information needed to apply for this employment opportunity.

Determine if you meet the experience and/or education qualifications for each grade level(s) for which you are applying.

Step Two: Prepare

Your application packet must contain the following:

1. A resume **or** form [OF 612, Application for Federal Employment](#). Make sure your application reflects your professional and/or volunteer experience that is **RELEVANT** to the position and grade level(s) for which you are applying (i.e. grades 05, 07, 09, 11, 12).
2. [OF 306, Declaration for Federal Employment Background](#) questionnaire.
3. In the attached Recruiting Bulletin there are questions called Evaluation Criteria that you must answer. You will not be considered for employment if you do not answer and return these questions.
4. A separate application packet is required for each grade for which you wish consideration.
5. If you are a veteran and wish to receive 5 point Veterans' Preference you must submit page 4 of your DD214. For 10 point preference submit your DD214, an [SF 15](#), and the supporting documents.
6. If you feel you qualify based on your education, please include your college transcript.

Step Three: Review

1. Copy of resume and/or OF-612 in application packet?
2. Copy of Evaluation Criteria in application packet?
3. *If applicable*, copy of DD 214 in packet? Copy of [SF-15, Application for 10-Point Veteran Preference](#) in packet? Copy of supporting 10-Point documents in packet?
4. *If applicable*, copy of educational transcripts in application packet?
5. Did you prepare a separate application packet for each grade level for which you would like to be considered?

Step Four: Submit

Submit your completed application packet(s) by mail to:

U.S. Census Bureau Detroit
Regional Census Center
300 River Place Dr., Ste 2950
Detroit, MI 48207
Attn: Human Resource
Specialist

Applications must be received by the closing date shown in the Recruiting Bulletin.

VACANCY ANNOUNCEMENT
2010 Census
U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Detroit Regional Census Center

OPENING DATE:	01/28/2009	ANNOUNCEMENT NO.	DET-24-9-034
CLOSING DATE:	09/30/2009	DUTY LOCATION:	WEST VIRGINIA

This vacancy announcement will be used to create a competitor inventory (standing register) that will be used to fill anticipated vacancies. Qualified applicants will be referred to the hiring official as vacancies occur.

POSITION TITLE:
REGIONAL TECHNICIAN

GRADE AND SALARY RANGE:

GG-0301-05 (\$30,772-\$43,251 steps 01-10)	GG-0301-11 (\$56,411-\$79,280 steps 01-10)
GG-0301-07 (\$38,117-\$53,574 steps 01-10)	GG-0301-12 (\$67,613-\$95,026 steps 01-10)
GG-0301-09 (\$46,625-\$65,531 steps 01-10)	

Applicants new to federal service will be appointed to the grade qualified at the step 01 level.

NUMBER OF VACANCIES: A few.

EXCEPTED SERVICE APPOINTMENT: This is a two year Schedule A time-limited appointment with a possible two year extension.

AREA OF CONSIDERATION: *All U.S. Citizens.*

WORK SCHEDULE: This is a temporary full-time position. The incumbent of this position is covered by the mixed-tour employment program.

WHO MAY APPLY: Anyone residing in the area of consideration (*see above*).

DUTIES: REGIONAL TECHNICIAN

The primary purpose of this position is to provide technical assistance to the assigned Regional Office (RO) for the 2010 Census. Working under specific direction from the RO, the incumbent of this position provides technical and administrative support for all recruitment, personnel, payroll, field data collection, group quarters, office and evaluation operations, automation activities, postal liaison activities, map/geography problems and publicity for the managers of the Local Census Office (LCO) to which incumbent is assigned in order to assure timely, orderly, and efficient conduct of the 2010 Census. The incumbent serves as a regional staff representative between assigned LCOs and RO or as a technical/procedural specialist in a variety of areas. S/he must be able to perform effectively and efficiently under stringent time constraints including the ability to deal effectively with a variety of personnel within and outside the RO and/or the LCO.

QUALIFICATIONS: To be eligible for this position, you must have the specialized experience or education indicated below or a combination of both.

1. Applicants must be 18 or older to be hired for the 2010 Census.
2. Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the specialized experience indicated below.
3. **Specialized experience is defined as:** Experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.
4. **Evaluation Criteria:** Applicants must provide information demonstrating they have the knowledge and experience listed in the Evaluation Criteria. This information must be addressed in the statements for

Evaluation Criteria listed below. (See attached sheet with the Evaluation Criteria questions.)

You may qualify for a position based on your education only, experience only, or a combination of both – as indicated below.

If you are using education to qualify for a position you **must** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number of credit hours earned. Applicants selected for the position will be required to supply original transcripts.

GG-0301-05: Applicants must have the experience or education indicated below or a combination.

Experience

One year of specialized experience equivalent to the grade 4, that demonstrates experience in: (1) knowledge of **one or more** administrative functions such as **personnel, payroll, recruitment, testing, equal employment opportunity, finance, accounting, procurement, space and/or leasing; or contracting in order to provide support and services to an organization**; and (2) knowledge of demographic techniques, data collection procedures, survey techniques, or geographic principles.

Education

Four years of education above high school obtained in an accredited business, secretarial or technical school, junior college, college, or university.

GG-0301-07: Applicants must have the experience or education indicated below or a combination.

Experience

One year of specialized experience equivalent to the next lower grade level that provided: (1) knowledge of **one or more** administrative functions such as **personnel, payroll, recruitment, testing, equal employment opportunity, finance, accounting, procurement, space and/or leasing, or contracting in order to provide support and services to an organization**; and (2) knowledge of demographic techniques, data collection procedures, survey techniques, or geographic principles.

Education

Bachelor's degree in any area with Superior Academic Achievement **OR** one full year of graduate education directly related to the position that provided: (1) knowledge of **one** or more administrative functions such as **personnel, payroll, recruitment, testing, equal employment opportunity, finance, accounting, procurement, space and/or leasing, or contracting in order to provide support and services to an organization**; and (2) knowledge of demographic techniques, data collection procedures, survey techniques, or geographic principles.

GG-0301-09: Applicants must have the experience or education indicated below or a combination.

Experience

One year of specialized experience equivalent to the next lower grade level that demonstrates: (1) ability to provide administrative support services to an organization in **one or more** areas such as **personnel, payroll, recruitment, testing, equal employment opportunity, finance, accounting, procurement, space and/or leasing, or contracting**; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

Education

Two full year of graduate education or master's degree directly related to the position that demonstrates: (1) ability to provide administrative support services to an organization in **one** or more areas such as **personnel, payroll, recruitment, testing, equal employment opportunity, finance, accounting, procurement, space and/or leasing, or contracting**; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

GG-0301-11: Applicants must have the experience or education indicated below or a combination.

Experience

One year of specialized experience equivalent to the next lower grade level that demonstrates: (1) ability to provide administrative support services to an organization in **two or more areas** such as **personnel, payroll, recruitment, testing, equal employment opportunity, finance, accounting, procurement, space and/or leasing, or contracting**; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

Education

Three full years of graduate education or Ph.D., directly related to the position that demonstrates: (1) ability to provide administrative support services to an organization in two or more areas such as **personnel, payroll, recruitment, testing, equal employment opportunity, finance, accounting, procurement, space and/or leasing, or contracting**; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

GG-0301-12: Applicants must have the experience indicated below.

Experience

One year of specialized experience equivalent to the next lower grade level that demonstrates: (1) ability to develop administrative support procedural guidance or conduct efficiency and effectiveness studies regarding administrative operations for **two** of the following areas: **personnel, payroll, recruitment, testing, equal employment opportunity, finance, accounting, procurement, space and/or leasing, or contracting**; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

Education

No substitution of education for experience is permitted.

HOW TO APPLY: Each applicant must submit:

Step One: The application; the following formats may be used:

- a. [Optional Application for Federal Employment \(OF-612\)](#), **or**
- b. A resume for this position, listing your work duties and accomplishments relating to the job for which you are applying, **or**
- c. An Application for Federal Employment (SF-171) – this form is obsolete but may be used

Additionally, the following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. **This information must be listed in your application packet. Failure to provide this information may result in loss of consideration.**

- > Recruiting Bulletin Announcement number (i.e. DET-24-9-**XXX**), title (i.e. Regional Technician), and lowest grade acceptable (i.e. GG-0301-**12**) (do not mail a copy of the vacancy announcement as proof for the position you are applying). If you are applying for multiple grades (i.e. 09, 11, 12) you will need to submit a complete application packet for each grade
- > Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- > Social Security number
- > Country of citizenship (**this Federal job requires U.S. citizenship**)
- > Veterans' Preference – Applicants claiming 10-point veterans' preference **must** submit an [SF15, Application for 10-Point Veterans' Preference](#), with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. If the applicant does not provide the supporting documentation for the 10-point preference, but has provided the documentation for the 5-point preference, they will receive the 5-point preference only (until the documentation for the 10-point preference is received). Applicants claiming 5-point veterans' preference must submit a DD-214 to receive preference (Member Copy – 4, if applicable). The DD-214 must show the type of discharge (i.e. Honorable/General)
- > Highest Federal civilian grade held (if applicable)
- > Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements and type of degree received. Graduates of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university
- > To qualify based on education submit a copy of your college transcript along with your application
- > Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer
- > Job-related training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), honors and awards, and special

- accomplishments (e.g., publications, memberships in professional societies, etc.)
- > Use of any Government agency envelopes to file job applications is a violation of federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted
 - > Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (313.396.5200)

Step Two: Complete an [OF-306, Declaration of Federal Employment](#) and return with your application packet.

Step Three: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. To be considered, applicants must submit a separate individual statement addressing each Evaluation Criteria statement. **These questions must be completed and submitted along with the application.** (See attached sheet with the Evaluation Criteria questions.)

If applying for multiple grades each applicant must complete and submit a separate and complete application packet for each grade level. For example, if an applicant is applying to the grades 05, 07, and 09 they would submit **THREE** separate and complete application packets indicating on the paperwork which grade each application is for.

APPLICATION DEADLINE: Application materials must be **received by 5 pm EST on the closing date** of the recruiting bulletin. Applications received after this date will not be considered.
Facsimile and emailed applications are not accepted.

Send all application information to:

**Bureau of the Census
Detroit Regional Census Center
300 River Place Dr., Ste. 2950
Detroit, MI 48207
ATTN: Human Resource Specialist**

READ THIS ENTIRE DOCUMENT BEFORE CALLING THE AGENCY WITH QUESTIONS. For further information on this vacancy you may contact, Susan Kreft, Human Resource Specialist, at (313) 396-5333.

Payment of relocation expenses IS NOT authorized.

CONDITIONS OF EMPLOYMENT:

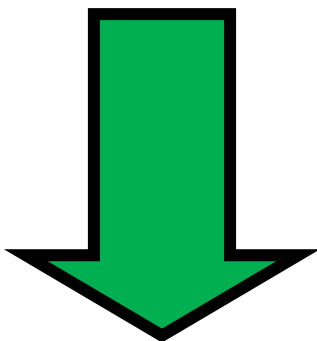
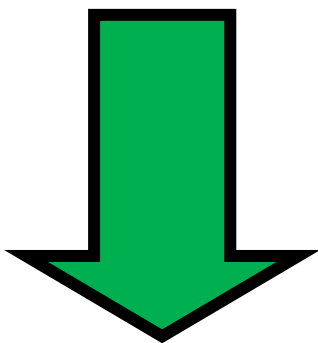
- > This is a Mixed-Tour work schedule that may be changed from full-time, to part-time, or intermittent to accommodate fluctuating workloads
- > Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment
- > You will be required to complete a [Declaration of Federal Employment \(OF-306\)](#) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statements in any part of your application you may not be hired, or you may be fired after you begin work, or you may be fined or jailed
- > Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship)
- > If selected, male applicants born after 12/31/59 must confirm their [selective service registration status](#). Certification forms are available at most federal agency personnel offices or from the U.S. Office of Personnel Management
- > Employees who receive a Voluntary Separation Incentive Payment (VSIP) or “buyout” and subsequently return to a position in a federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount to the agency that paid it

THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.

THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY. THE DECISION ON GRANTING REASONABLE ACCOMMODATION WILL BE ON A CASE-BY-CASE BASIS.

**KEEP SCROLLING DOWN FOR THE VARIOUS CRITERIA
QUESTIONS THAT NEED TO BE ANSWERED AND RETURNED
WITH EACH APPLICATION.**



**EVALUATION CRITERIA STATEMENT FOR
REGIONAL TECHNICIAN**

Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must answer the below questions addressing each area.**

(Use additional paper as necessary.)

Applicants are required to complete the following:

In the space below, write your experience that supports your answer. In addition to listing your experience, you **must include** the employer's name and address, the title of the position, and the dates of employment. (If you have held multiple positions with the same employer be sure to differentiate by using the position title.)

1. Demonstrated experience in providing technical and administrative support or monitoring a large-scale field survey or data collection operations.

2. Experience which demonstrates knowledge of administrative program requirements for space, furnishing and equipment acquisition, telecommunications, automation, recruiting, personnel, payroll, or staffing activities.

3. Experience in analyzing cost and progress reports for a field or office operation.